

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Counseling Services Coordinator</u> SALARY RANGE: <u>632 A 52846-73516</u> Department or Agency Name: <u>Corrections</u> Division/Section/Unit: <u>Rehabilitative Services</u> Assignment(s) / Comments: _____ Shift and Days: <u>Mon-Fri 8:30-4:00</u> Job Location: <u>Womens' Division-DIX Building</u> Restrictions/Limitation: _____ Position Covered By Collective Bargaining Union Agree: Yes <u>X</u> No _____ Name of Bargaining Unit: <u>Uni RIBCO</u> There is* _____ is not <u>X</u> a Civil Service List for this position. <u>See A/B or Both for Specific Instructions</u>	CLASSIFICATION CODE: <u>02828500</u> REFERENCE POSITION: <u>N137013304-00527</u> APPLICATION PERIOD: <u>1-25-2010 to 01-31-2010</u> <u>3 day grace 02-03-2010</u>
General Information to Candidate	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed. INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. Most Important - Please include the following information: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> ▪ The title of the position for which you are applying ▪ Title of your present position and date you entered it ▪ Date you entered State service <ul style="list-style-type: none"> ▪ Name of department where you are currently employed ▪ Your business telephone number ▪ Present Union Affiliations </div> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: ▪ Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. ▪ Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	DUTIES / RESPONSIBILITIES: This position will be responsible to perform work in the direction and coordination of Counseling staff who provide case management services for the sentenced and classified adult inmate population; to monitor the quality of classification and parole applications; to coordinate classification decisions and parole plans that address inmate and public safety issues; to do In-Service and new staff training; to do other related duties as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Master's Degree in Rehabilitation Counseling or Administration; Counseling, Education, Social Work or Criminal Justice with a concentration in correctional rehabilitation, and Experience: Such as may have been gained through: employment in a professional counseling position responsible for performing clinical tasks in an adult correctional classification and assignment program; including considerable supervisory experience in a correctional or human service agency; Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div> Janet L. Colvin Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920 </div> <div> Telephone #: <u>(401) 462-0380</u> Fax #: <u>(401) 462-2685</u> TTY/TDD #: <u>7-1-1</u> (Telecommunication Device for the Deaf) </div> </div>	



**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY PROGRAM EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY**

ed to this position.